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UA3/4 Informational Notes

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INFORMATIONAL NOTES

from
Office of the President

December 6, 1973

Vol. 5 No. 6

REPORT ON THE MEETING OF THE BOARD OF REGENTS

The Board of Regents met on Saturday, November 17, and accepted the bid of Barmore Construction Co. of Louisville to construct the Environmental Sciences and Technology Building. Work is scheduled to begin in mid-December, with completion expected by August, 1975. The low bid of \$3,444,000 was \$61,000 less than the architect's estimate.

Dr. Donald E. Ritter was named Director of the Jones-Jaggers Laboratory School succeeding Dr. Seth Farley who has assumed a faculty position in the Department of Counselor Education. Dr. Vera Grinstead was named Head of the Department of Library Science. The following personnel changes were made in the area of student affairs:

Mrs. Anne Murray was named Assistant Dean of Student Affairs.
Horace Shrader, Jr., was designated Assistant Director of Housing.
Howard E. Bailey was named Coordinator of Residence Development.

The following areas under Vice President Harry K. Largen were designated departments and will be headed by directors as shown except in the case of Mr. Owen Lawson, who will retain the title of administrator:

Accounting and Budgetary Control -- Harold P. Smith
Personnel Services - - James B. Tomes
Physical Plant and Facilities Management - - Owen Lawson
Purchasing - - Larry G. Howard
Student Financial Aid - - A. J. Thurman
Auxiliary and Business Services - - Clarence M. Tabor is returning from a leave of absence to serve as Director of this unit. He has been serving as Acting Director of the Bureau of Administrative Services in the Executive Department of Administration and Finance in Frankfurt.

In other action the Board approved a major in anthropology, an area of emphasis in commercial art, and an urban emphasis at the undergraduate level in administrative service.

A report was presented to the Board of Regents on the Biennial Budget Request. It is very important for each of us to understand the level of proposed funding relative to the total system of higher education in the state, and the attached report to the Board provides information regarding several aspects of the budget proposal.

The Regents also approved the recommendation placing the Health Services under the administrative supervision of the Vice President for Administrative Affairs. This realignment is timely in that an effort has been made to organize student affairs and student personnel services under the overall direction and supervision of the Vice President for Administrative Affairs. The change was to take effect December 1, with the understanding that the total transition may require additional time.

INTERIM BETWEEN FALL AND SPRING SEMESTERS AND CHRISTMAS HOLIDAYS

Based on our experiences last year we will close all offices during the week of Christmas and grant each employee five vacation days at the discretion of the University in addition to Christmas and New Year's Days. All offices will close at 4:30 p.m. Friday, December 21, and reopen at 8 a.m., Wednesday, January 2, 1974.

This vacation period will be observed by all staff personnel so that all areas of the University will be fully staffed at all times during the interim.

The Office of Safety and Security will be open and staffed when the University is closed, and emergencies and other security matters should be reported in the usual manner.

Office Hours Schedule

Office hours for the period January 2-5 will be from 8 a.m. to 4 p.m.

Post Office Schedule

Campus mail delivery will be suspended on December 21 and resumed

on January 7. The College Heights Post Office will observe the following schedule during this period:

December 22-25	Closed
December 26-28	8 - 10 a.m.
December 29 - January 1	Closed
January 2-4	8 - 10 a.m. and 2 - 4 p.m.
January 5	8 - 10 a.m.

Food Services

Food Services facilities in the Garrett Conference Center will close at the end of the day Thursday, December 20, and reopen on January 7, 1974. The cafeteria in the University Center will close after the noon meal on December 20, and reopen on January 7, 1974. The grill in the University Center will be open on the following schedule:

December 20	7 a.m. - 6 p.m.
December 21	8 a.m. - 1 p.m.
January 2, 3, 4	11 a.m. - 1 p.m.
January 6	Revert to regular schedule

DISTRIBUTION OF CHRISTMAS CARDS

For the convenience of members of the faculty and staff, Christmas cards may be distributed on campus through the campus courier service.

REMINDER FROM THE OFFICE OF THE REGISTRAR

Final grades for the fall semester are to be in the Office of the Registrar by noon on Saturday, December 22.

New students begin orientation for the spring semester on Monday, January 7, and registration for all classes will begin at 8 a.m. on Tuesday, January 8, and follow the schedule as published.

UNITED GIVERS FUND

The annual United Givers Fund campaign began on October 1 and concludes on December 31. By this time you should have received the necessary information from the campus U. G. F. Committee. The University endorses the U. G. F. campaign and encourages you to support it. If you desire to make a contribution, Mr. James B. Tomes, U. G. F. Committee chairman, will be happy to assist you.

FLOWER FUND

Appropriate expressions of sympathy are sent from the Western Kentucky University faculty and staff upon the death of members of the faculty and staff and persons in their immediate families (husband or wife, child, parent, brother, or sister). It has been more than two years since a request was made for contributions to the flower fund. Based on the recommendation of the Flower Fund Committee, you are requested to help replenish the fund by sending your contribution to the Business Office. The attached envelope is provided for your convenience, and it is suggested by the Committee that contributions be made in accordance with the following schedule:

Administrative staff and faculty	\$4.00
Secretarial and Clerical staff	2.00

OFFICES OPEN

To facilitate the opening of the spring semester and in accordance with the announced schedule, all offices are to be open and staffed from 8 a. m. to 12 noon on the following Saturdays:

January 5
January 12

DECEMBER PAYDAYS

Mr. James B. Tomes, Director of the Department of Personnel Services, has requested that faculty and staff be notified of the following dates for receiving salary checks for December:

December 14 - personnel normally paid on the 15th of the month
December 21 - personnel normally paid at the end of the month

CONSERVATION OF ENERGY

The contents of a memorandum sent to the members of the Board of Regents and the administrative staff is provided for your information. You are requested to abide by the conditions outlined below and to submit in writing suggestions which may contribute in other ways to a conservation of energy.

"Steps have been taken by the University in recent weeks to conserve fuel and energy, and continued attention is being given to ways in which we can more effectively contribute to the nationwide effort to meet the anticipated shortages of energy, fuel, power, etc.

The following action has already been taken and is now in effect.

1. Employees have been instructed and special emphasis has been given to efficient and economical operation of power-driven equipment. This includes proper maintenance and operating condition.
2. In the development of the Master Campus Plan, great care was taken to build into the utilities system as much flexibility as possible. The system was expanded and improved in 1970 with capability to operate on natural gas, coal, heating oil, or on a combination of these sources. The management and operation of the Heating Plant are reviewed daily by a special committee from the Physical Plant staff. The most efficient and economical daily plan of operation is determined by the committee, and the Heating Plant staff is instructed accordingly.
3. The temperature setting of the hot water converter in all University buildings has been reduced by 5 degrees. The effect of this reduction will be a decrease in the amount of steam required to heat the buildings.
4. All centrifugal air conditioning units have been turned off except

in areas where it must be continued to maintain temperature balance and humidity control.

5. Hot water temperature has been reduced by 10 degrees.
6. A memorandum was addressed on November 13 to Deans, Department Heads, Faculty and Staff from Mr. Owen Lawson, Administrator of the Department of Physical Plant and Facilities Management, stating:

' In an effort to conserve electrical energy and heating fuels, it is requested that all lights be turned out when not in use and all windows and doors remain closed.

' Everyone is requested to notify the Physical Plant Office of any heating and lighting equipment malfunctions.'

7. In an effort to conserve electrical energy, the following steps have been taken:
 - (a) Decorative lighting has been discontinued.
 - (b) Emphasis is given to turning off lights in unused space, corridors, rest rooms, etc.
 - (c) Units requiring electrical power (copiers, typewriters, calculators, etc.) are kept turned off except when in use.

Note: The safety and security provided by proper and adequate lighting of campus walkways, buildings, and in other areas of the campus cannot be sacrificed.

8. Until further notice, the Director of the Department of Purchasing has been instructed to disallow the purchase of electric heaters, air conditioners, or other units that would require additional electrical energy.
9. All University personnel have been urged to prevent waste of water, fuel, energy, heat, and other consumables.

10. The Physical Plant staff has been instructed to conserve fuel and energy on weekends and holidays by further reducing building temperatures and taking other measures to decrease the demand for heat, lighting, etc.
11. University-owned vehicles are not to be operated at a speed in excess of 50 miles per hour.
12. A reduction can be effected by better coordination of in-state travel by University personnel and by reducing the numbers of people attending out-of-state meetings and conferences.
13. Activities are to be scheduled in daylight hours where practical.
14. The schedule of evening classes for spring semester are to be arranged so they will be consolidated in as few buildings as possible.

Even though there are differences of opinion among persons considered to be experts in this field, I think we all recognize the fact that the nation is confronted with a fuel and energy shortage. We might question the degree or extent of the shortage, and we may speculate on the impact it could have in the future. I believe we would agree, however, that it is not something which is likely to disappear any time soon.

This being the case, we have a responsibility to make the necessary adjustments within the University to meet the requirements and regulations established at the national, state, and local levels. Beyond this we should initiate institutional policies and procedures designed to complement and support the broader efforts being made across the country.

It is in this spirit that we will direct our efforts in the weeks and months ahead."

Dero G. Downing



WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY 42101

November 16, 1973

Office of the President

CONFIDENTIAL

MEMORANDUM TO: Members of the Board of Regents

Dr. W. R. McCormack, Chairman
Dr. W. Gerald Edds, Vice Chairman
Dr. Coy E. Ball
Dr. Chalmer P. Embry
Dr. Lowell H. Harrison
Mr. W. S. Moss, Jr.
Mr. Hugh Poland
Mr. Albert G. Ross
Mr. Joe L. Travis
Mr. Steven D. Yater

This brief status report on the 1974-76 Biennial Budget Request is provided for your information following meetings in which I and other University officials have participated in Frankfort recently. The budget request for Western Kentucky University was prepared in accordance with the format and guidelines adopted by the Council on Public Higher Education. It was approved by the Board of Regents in a meeting on September 29, 1973, and was submitted as directed by the Council on October 15.

At the request of the Executive Director of the Council on Public Higher Education, Harry Largen, Vice President for Business Affairs, and I met with the Council staff on November 5 for the purpose of reviewing and analyzing Western's Biennial Budget Request. Additional data and supplemental information were sent to the Council, and we returned for a budget conference on November 14 preceding the meeting of the full Council which was held on November 15. At the meeting on November 14, I was accompanied by Mr. Largen, Mr. Bivin, and Dr. Cook. We were provided at that time with the recommendations which the Council staff planned to submit to the Council the following day. We were advised of the rationale upon which the staff had based their recommendations and given explanations as to why the recommendations in some cases differed from our requests.

The foregoing is significant only to the extent that it describes the procedures followed in the preparation and submittal of the Biennial Budget Request and explains the chronological sequence of events leading up to the important action taken by the Council at the meeting on November 15. The recommendations of the Council staff were submitted to the Council for each

of the eight institutions of public higher education. Each of the presidents was given an opportunity to present background information, answer questions, and defend the budget request. Following extensive discussion of individual institutional budgets and greater discourse relating to matters affecting all of higher education in Kentucky, the Council took action to approve and accept the recommendations presented by the staff.

It is particularly important to analyze the recommendations which will now be sent from the Council to the Governor and to the Department of Administration and Finance; otherwise, the information contained in the newspapers and carried by other news media might be misleading. For example, it may appear to the casual observer, because of the headline STATE PANEL RECOMMENDS 23% COLLEGE FUND BOOST, that each institution is recommended for such an increase.

I want to present the facts. I will attempt to do so in an objective manner and, hopefully, in a form which can be readily understood by others with whom you may discuss the matter.

Perhaps it would be helpful to direct our attention to a few basic facts which will be supported and will be most obvious from the data contained in the summary of the attached institutional 1974-76 Biennial Budget Requests.

1. The financial impact of introducing two additional institutions into the state system of higher education was substantial in the current (1972-74) biennium. As the University of Louisville and Northern Kentucky State College draw more heavily upon the available resources in 1974-76, you can see what effect it has upon the total cost of higher education in the Commonwealth.

2. The funding recommended for Western Kentucky University provides for a continuation budget based on the current year and in accordance with format guidelines. To avoid misunderstanding and in order to not be misled, the following calculations on Western Kentucky University are taken from the attached summary. These comparative figures are shown for other institutions in the overall summary

	<u>1972-73</u>	<u>1973-74</u>	<u>Biennial Total</u>	<u>1974-75</u>	<u>1975-76</u>	<u>Biennial Total</u>
General Fund						
Support	\$16,188,553	\$16,505,873	\$32,694,426	\$17,680,800	\$18,875,400	\$36,556,200
Increase over						
Previous Period	1,208,529	317,320	4,427,275	1,174,927	1,194,600	3,861,774
Percent						
Increase	8.1%	2.0%	15.7%	7.1%	6.8%	11.8%

3. Another comparison which may be pertinent will show the relationships between the appropriation made to Western and the total appropriation to higher education.

	<u>1972-74</u> <u>Biennium</u>	<u>1974-76</u> <u>Biennium</u>
Higher Education Total	\$ 286,264,270	\$348,588,850
Western's Total	32,694,426	36,556,200
Western's Percent of Total	11.4%	10.5%

4. Additional funds recommended for higher education in each year of the biennium, or "new money," and the percentage of the additional funds recommended for Western are shown below.

Higher Education Additional Support	\$ 20,853,600	\$ 15,628,300
Western's Total	1,174,927	1,194,600
Western's Percent of Total	5.6%	7.6%

5. Western has approximately 14% of the total enrollment in the institutions of higher education in Kentucky. There are 72,386 FTE students and 10,084 FTE at Western Kentucky University.

Finally, let me emphasize the fact that the procedures to be followed from this point may result in revisions in the recommendations made by the Council on Public Higher Education. These constitute only recommendations and are subject to change by the Department of Administration and Finance, later by the Governor, or finally by the Legislature. This one step is the first of a series which must be taken prior to final action which will result in the Legislature enacting the Governor's Executive Budget.

In view of the fact that the figures for all other institutions have been compiled from various reports and sources, and we do not wish to be accountable for their use elsewhere, we are marking this report confidential for internal use only. The figures are considered reliable; however, it would be improper for this to serve as an official source for release.

Dero G. Downing
President

DGD/gb

Attachment

cc: Mr. Harry K. Largen
Dr. Raymond L. Cravens
Dr. John D. Minton
Mr. William E. Bivin
Dr. Paul Cook